**Writing Project Planning Guide and Timeline**

Use the charts below to develop a plan for completing your project. Break down large tasks into smaller components. Add additional actions and items as needed.

Overall Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action/Item** | **Do I know this?** | **Where can I get this information?** | **When should I have this information?** | **Where will I record/store this information for future reference?** |
| Understand end goal |  |  |  |  |
| Project requirements |  |  |  |  |
| Mentor communication preferences |  |  |  |  |
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**Prepare**

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| **Action/Item** | **How long will this take to complete?** | **When will I begin?** | **What do I need to know about this?** | **Where can I get help with this?** |
| How will I organize my project? |  |  |  |  |
| Where will I organize my notes? |  |  |  |  |
| Topic selection steps |  |  |  |  |
| Things to consider in collecting research or conducting the study (IRB approval, CITI Training, Kuali, etc.) |  |  |  |  |
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**Produce**

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| **Action/Item** | **Due Date** | **How long will this take to complete?** | **When will I begin?** | **Important information about this** |
| Outline of my project |  |  |  |  |
| Review outline to identify gaps in my knowledge |  |  |  |  |
| How will I obtain data? |  |  |  |  |
| Other compliance requirements to obtain the data (IRB approval, CITI Training, special approvals) |  |  |  |  |
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|  |  |  |  |  |
| Brief description of my project |  |  |  |  |
| Initial research |  |  |  |  |
| Literature review |  |  |  |  |
| Deeper research/Data collection |  |  |  |  |
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| Analysis of research/data |  |  |  |  |
| First Draft |  |  |  |  |
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**Polish**

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| **Action/Item** | **Due Date** | **How long will this take to complete?** | **When will I begin?** | **What resources do I need to complete this or who can help with this step?** |
| Proofread draft |  |  |  |  |
| Edit draft |  |  |  |  |
| Review by advisor/mentor |  |  |  |  |
| Review by others |  |  |  |  |
| Revise |  |  |  |  |
| Final review |  |  |  |  |
| Submit |  |  |  |  |
| Reward for submitting project! |  |  |  |  |
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